

Georgia State Board of Funeral Service

Board Meeting

January 18, 2011

A meeting of the Georgia State Board of Funeral Service was held on January 18, 2011 at the Professional Licensing Boards office in Macon, GA. Chairman Lauren McDonald called the meeting to order at 10:01 a.m.

A quorum was established with members present being: Lauren McDonald, Chairman; Draper Watson, David Roach, Linda Ware, Nancy Kennedy, Terry Daviston and Thelon Hamby.

Others present were as follows: Steve Lindsey, Executive Director; Reagan Dean, Assistant Attorney General via video conference and Melanie Brown, Board Support Specialist.

Approval of Minutes:

Thelon Hamby moved, Draper Watson seconded, and the Board voted to approve the minutes of the December 14, 2010 meeting.

Executive Session:

Thelon Hamby moved to enter into Executive Session to deliberate on applications, complaints, and investigations, as authorized by O.C.G.A. § 43-1-2 (k) and 43-1-19 (h). Linda Ware seconded the motion. The motion was carried by Lauren McDonald, Chairman; Draper Watson, Linda Ware, Nancy Kennedy, David Roach, Terry Daviston and Thelon Hamby. The Board concluded Executive Session in order to vote on the matters discussed and to continue with the public session.

Applications:

Thelon Hamby moved, Linda Ware seconded, and the Board voted to ratify the following licenses issued since the November 9, 2010 meeting:

1.	EMB004704	Franklin, Robert	Embalmer	Eufaula	AL
2.	FD005113	Franklin, Robert	Funeral Director	Eufaula	AL
3.	FEST001777	Family First Funeral Home of Griffin	Funeral Establishment	Griffin	GA
4.	FSA005203	Cason, Melvin Bernard, Jr	Funeral Service Apprentice	Valdosta	GA
5.	FSA005204	Adams, Kelli Carlene	Funeral Service Apprentice	Atlanta	GA
6.	FSA005205	Reed, Sabrina Nadine	Funeral Service Apprentice	Alpharetta	GA

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Thelon Hamby moved, Terry Daviston seconded, and the Board voted to approve the following application for a new funeral establishment license:

- 1263047 Watkins Funeral Home, Inc. Carrollton, GA
FDFCC: Darryl E. Watkins

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to approve the following requests for appointment as Funeral Director in Full & Continuous Charge:

- 1265624 Mason & Ward Funeral Home & Gainesville, GA
Cremation Services
FDFCC: Paul David Mousseau
- 1265861 Cremation Society Of The South Marietta, GA
- 1265862 Southcare Cremation Society and
Memorial Centers
FDFCC: David Lee Greiner
- 1263051 Willie A Watkins Funeral Home Douglasville, GA
FEST001664
FDFCC: Gregory Ussery
- 1266733 Banister Funeral Home Hiawassee, GA
FDFCC: William Myers Banister
- FEST001746 Cox-Ware Funeral Home Bainbridge, GA
FDFCC: John Spain

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to approve the following requests for a change of name to a funeral establishment:

- 1267448 **(Old Name):** Rome
McGuire Jennings Miller Heritage Chapel Funeral Home &
Cremation Services

(New Name):
Miller & Richards Heritage Chapel Funeral & Cremation Services
- 1267454 **(Old Name):** Rome
McGuire Jennings Miller Oaknoll Chapel Funeral Home and
Cremation Services

(New Name):
Miller & Richards Oaknoll Chapel Funeral & Cremation Services

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Thelon Hamby moved, Terry Daviston seconded, and the Board voted to approve the following request for licensure reinstatement:

- 1267444 Embalmer Williams, Felicia Jonesboro, GA
1267442 Funeral Director

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to accept the report of pending cases presented by the Attorney General.

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to accept the Cognizant Member's recommendations on the following cases:

- FUN080124 Close
- FUN110028 Refer to Attorney General
and Coroner's Training
Council
- FUN110032 Refer to Cemeteries Board
- FUN110033 Close with a letter of
concern stating that death
certificates must be filed in
a timely manner
- FUN110046 Close
- FUN110054 Close, civil matter

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to accept the following orders to receive fine money for inspection violations:

- Kinsey & Walton Funeral Home, Inc. of Augusta, GA: \$50 for failure to conspicuously display a current biennial renewal license for the establishment, embalmer, funeral director and any apprentices.
- Michael & Brown Funeral Home of Savannah, GA: \$250 for failure to have a card or brochure in each casket stating the price of the casket and failure to conspicuously display a current biennial renewal license for the establishment, embalmer, funeral director and any apprentices.

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Terry Daviston moved, Draper Watson seconded, and the Board voted to approve the following continuing education courses:

Program Provider/Sponsor	Course Title	HRS Requested	HRS Approved
Batesville Casket Company Deb St. Pierre One Batesville Blvd. Batesville, IN 47006 812-934-7557	Acting on Cremation Challenges, AC2T by Options	2	2
The Georgia Coroners Association District 2 Mark Bowen, Director 912 8 th Street Augusta, GA 30901 706-821-2382 706-821-2869 (fax) mbowen@augustaga.gov	Georgia Coroners Association District 2: Coroner/Funeral Directors Seminar *reconsideration	6	2
GFDA Georgia Funeral Directors Association, Inc. Alysia W. McDonald P.O. Box 1865 Roswell, GA 30077 770-592-8002 alysiamc@msn.com	Georgia Funeral Services Expo 2011	6	6
Insight Institute Glenda Stansbury P.O. Box 42467 Oklahoma City, OK 73123 405-810-9501 Glenda@insightbooks.com	Certified Funeral Service Celebrant Training	17	17
MKJ Marketing Krystal Casey 1501 Belcher Road South Building B Largo, FL 33771 888-655-1566 727-524-8200 fax kcasey@mkjmarketing.com	The Value of a Funeral	7	7
NFDA Kathleen Walczak 13625 Bishop's Drive Brookfield, WI 3005-6607 800-228-6332 262-789-6977 fax	Preneed Ethics in Demanding Times	4	4

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	Hispanic Funerals: Need-to-Know Insights	4	4
	Who Killed the Funeral?	1.5	1.5
	Personalizing the Funeral Service: Remembering a Life Lived	1	1
	Liability and Legal Issues in Advertising	1	1
	Telephone Protocol: Managing the First Contact	1	1
	Building the Perfect Tribute	1	1
	Interactive Moderated Roundtables	2	2
	The Cremation Outlook as Seen by Cremation Equipment Manufacturers	1	1
	Statistics, Pricing and 20 Things You Should Know About the Cremation Business	1	1
	CPC (Certified Preplanning Consultant) Correspondence – Self study	15	15
	If You're Not the Death Care Expert in Your Community – You Should Be!	1	1
	Innovative Ideas to Boost Your Business	1	1
	Web Rx for Your Funeral Home	1	1
*Podcasts	Guaranteed Funerals: Is Preneed Right For You?	2	2
	Risk Management: Controlling Risk for Small Businesses	2	2
	FTC Funeral Rule Coordinator Speaks Out on How to Avoid Findings and Fines	4	4
	How to Adopt Environmentally Friendly Funeral Business Practices	2	2
	Simple and Practical best-Practice Ideas of Leading Funeral Homes	2	2
*On-Line Courses	Communicable Disease: Safeguarding the Funeral Professional	2	2
	Deathcare Marketing – 25 FAQs	6	6
	Hazard Communications in Funeral Service	1	1

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	Embalming Perspectives and Paradigms Challenged	6	6
	Funeral Service Ethics	3	3
	Grief management – The role of the Funeral Service Practitioner	6	6
	HIV/AIDS: A Funeral Practitioner's Guide to Occupational Exposure	2	2
	Learning To BE a Leader	3	3
	Marketing a Funeral Home for Long-Term Profitability	3	3
	Personal Management in Funeral Service	4	4
	Profits by Pleasure	4	4
	Public Speaking – Comfortably	2	2
	The Funeral – A Chance to Touch, A Chance to Serve, A Chance to Heal	4	4
	Understanding & Creating Exceptional Funeral Experiences	3	3
	Understanding and Managing Grief	6	6
	Understanding Preneed	4	4
	What Every Funeral Director & Cemeterian Should Know About Cremation	4	4
	What Matters Most: the Heart's Desires in Life and Death	6	6

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to approve the following request for a grace period to replace the facility's Funeral Director in Full and Continuous Charge:

- Guyton Brothers Funeral Home Bainbridge, GA

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Thelon Hamby moved, Terry Daviston seconded, and the Board received as information a notification of a change in ownership regarding the following funeral establishment:

- Tante Funeral Home, LLC Buena Vista, GA

A committee was formed that includes Thelon Hamby, David Roach and Reagan Dean, to discuss a request from the following agency questioning what official procedures or guidelines are in place for transporting deceased bodies:

- Doris Clanton, Esq.
Legal Services Officer
Georgia Department of Human Services
Division of Aging Services

Thelon Hamby moved, Terry Daviston seconded, and the Board voted to post a newly proposed addendum to the Board Rules:

Rule 250-7-.04 Gross or Willful Malpractice.

- (1) It shall be unlawful for any funeral establishment, funeral director or embalmer to refuse to surrender immediately the custody of a dead human body to a legally authorized person upon request of that person, but the release of such body shall not constitute a release of any indebtedness or other claim owed for any legally authorized services performed on that body by the person releasing that body.
- (2) It shall be unlawful for any funeral establishment, funeral director or embalmer to refuse to surrender immediately the custody of cremated remains to a legally authorized person upon request of that person, but the release of such cremated remains shall not constitute a release of any indebtedness or other claim owed for any legally authorized services performed on that deceased body and/or cremated remains by the person releasing the cremated remains.
- (3) It shall be unlawful for any funeral establishment, funeral director or embalmer to intentionally delay or withhold the filing of a death certificate as a means to facilitate payment of any or all services rendered by the funeral establishment, funeral director or embalmer, but the prompt filing of a death certificate shall not constitute a release of any indebtedness or other claim owed for any legally authorized services performed on that deceased body and/or cremated remains by the person filing the death certificate.
- (4) It shall be unlawful to perform services for a charge - such as embalming, transportation, dressing and/or handling of the deceased, etc. - unless such services were requested by the legal next of kin or required by law.

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- a) any services and/or merchandise requested by the legal next of kin must be in compliance with those listed on the funeral establishment general price list, the casket price list, the outer burial price list, and/or the funeral service contract price list, and,
- b) any services and/or merchandise requested by the legal next of kin must be itemized on a funeral service contract and this contract must be signed by the funeral director and the responsible party by the date of the memorial service, funeral service, cremation, ship-in or ship-out services;
 - i) if the responsible party is not physically available to sign the itemized funeral contract by the time services are rendered, a copy of the itemized funeral contract may be faxed to the responsible party for their review and signature, and faxed back to the funeral establishment for inclusion in the funeral home files.

The posting of the amendment will be on the Board website upon receipt from the Attorney General's Office of citation of legal authority to amend the rules.

The next meeting of the Board will be February 8, 2011, at 10:00 a.m. at 237 Coliseum Drive, Macon, GA.

There being no further business, the meeting was adjourned at 12:34 p.m.

Minutes approved at the February 8, 2011 board meeting.